

10 FAM 490 ENGLISH TEACHING RESOURCES

(TL:PEC-01; 10-01-1999)

10 FAM 491 ENGLISH TEACHING FORUM

(TL:PEC-01; 10-01-1999)

a. The *English Teaching Forum* is a professional quarterly journal for the teacher of English as a foreign or second language. Articles deal with the theory and practice of teaching English and include discussions of methods, techniques, and ideas useful in the classroom. Thematic content varies and may focus on aspects of U.S. society or education, or a particular language skill or teaching approach.

b. The Forum is distributed in more than 140 countries worldwide, including the United States (in the U.S. distribution is through the U.S. Government Printing Office). The readers contribute articles that are juried by a committee of professionals in the field. Because of the excellent reputation of the publication, publishing in the journal is helpful to those academics who may be applying to their institutions for tenure or promotion.

c. Comments and suggestions (anecdotes on the use and reaction to the Forum are especially useful) regarding the Forum should be telegraphed to ECA/A/L/M or sent via e-mail to the editors.

10 FAM 491.1 Ordering the English Teaching Forum

(TL:PEC-01; 10-01-1999)

To order the *Forum*, a post should send an ordering telegram to RSC Manila with an information copy to ECA/A/L/M stating the number of copies the post wants to receive. Once an order has been placed, this becomes the post's standing order from one year to the next. To change this order, for example, to request more copies, post should send an ordering telegram as stated above to make the adjustment.

10 FAM 491.2 Distributing English Teaching Forum

(TL:PEC-01; 10-01-1999)

a. The Forum is distributed to posts from RSC Manila. The cost for surface shipment is included in the price quoted in the telegraphed price list. Air shipment would be an extra expense that post must cover. Address any queries regarding shipments of the *Forum* to post to RSC Manila with information copies of all queries sent to ECA/A/L/M.

b. The *Forum* is distributed on a quarterly basis and should arrive at post shortly before or during the beginning of the quarter it is intended for: January-March, April-June, July-September, October-December.

10 FAM 491.3 Recycling English Teaching Forum

(TL:PEC-01; 10-01-1999)

The *Forum* may be sold under the recycling legislation. Posts may choose to either distribute the *Forum* directly to its audience free of charge or for a fee, or sell the *Forum* at a wholesale price (determined by post) to a local distributor (commercial or non-profit such as a national teachers' organization or a university English department) which will distribute the *Forum* nationally through paid subscriptions at a fair market price. The fee that the post collects must be recycled according to the normal recycling process. Any funds recycled will be returned to post minus 15% which is kept by ECA/A/L/M for materials development.

10 FAM 492 ENGLISH TEACHING MATERIALS

(TL:PEC-01; 10-01-1999)

a. The materials developed through the Materials Branch feature U.S. English and provide content on U.S. culture and institutions. Specialists have developed more than 70 titles of educational materials for distribution by posts abroad. The collection is comprised of several different types of resources:

- (1) Classroom texts;
- (2) Teacher training resources; and
- (3) Audiovisual materials.

b. Issues related to program plan discussion points such as diversity, family values, democracy building, civic education, and economics are presented in the materials. The materials are of high quality and high value and can be used as either presentation items or programming tools.

c. A complete listing of the materials can be found in either the latest pricing telegram (usually sent out in October and May) or in the online catalog posted on the ECA/A/L web site. Free copies of the printed version of the catalog can be ordered from RSC Manila. Both versions of the catalog contain annotations of the titles offered.

10 FAM 492.1 Ordering ECA/A/L/M Materials

(TL:PEC-01; 10-01-1999)

To order any of the ECA/A/L/M materials for post, an ordering telegram should be sent to RSC Manila with an information copy to ECA/A/L/M. The telegram should include the title(s) desired, the exact quantity for each title, the total amount of the cost of the materials, the name of the person at post who will receive the materials, the appropriate method of shipment: surface to the nearest port of entry (included in the price—may take a couple of months], or air (not included in the price of the materials, but is much quicker than surface), and, if important, the date the materials are needed at post. Costs are deducted from post printing accounts.

10 FAM 492.2 Distributing ECA/A/L/M Materials

(TL:PEC-01; 10-01-1999)

Ordered materials are distributed to posts from RSC Manila. The cost of surface shipment to the nearest port of entry is included in the price quoted in the latest telegraphed price list. Air shipment is an extra expense that post must cover. Any queries regarding shipments of the materials to post should be addressed to and RSC Manila with information copies of all queries sent to ECA/A/L/M.

10 FAM 492.3 Recycling ECA/A/L/M Materials

(TL:PEC-01; 10-01-1999)

ECA/A/L/M materials may be sold under the recycling legislation. Posts may choose to either distribute the materials directly to its audience free of charge or for a fee, or sell the materials at a wholesale price (determined by post) to a local distributor (commercial or non-profit such as a national teachers' organization or a university English department) which will distribute the materials nationally at a fair market price. The fee that the post collects must be recycled according to standard recycling procedures. Any funds recycled will be returned to post minus 15% which is kept by ECA/A/L/M for materials development.

10 FAM 493 ONLINE RESOURCE MATERIALS

(TL:PEC-01; 10-01-1999)

In keeping with the fast pace of the developments in electronic communications, ECA/A/L/M is placing resources on the Internet for posts and clients to use. Some of the resources are electronic versions of currently offered print materials or retired print materials, and some are materials created especially for the ECA/A/L/M web site. Each of these offerings can be found on the ECA/A/L/M web pages.

10 FAM 494 ONLINE CATALOG

(TL:PEC-01; 10-01-1999)

ECA/A/L/M's online catalog contains all the information in the print version of the catalog plus more. Included in the online version is the table of contents for each title. Also, for selected titles, portions of the text are presented.

10 FAM 494.1 Online Version of English Teaching Forum

(TL:PEC-01; 10-01-1999)

a. The online version of the Forum will contain only past issues. Posts or subscribers interested in the current year's issues will need a SUBSCRIPTION for the print form of the journal. The print form contains some pages that are not included in the web version: the Idiom Page (generally has idioms related to a theme in the issue), the Lighter Side (humorous anecdotes, jokes and fun with language), Teacher Resources (book reviews), special inserts and posters, and articles or sections of articles that include copyrighted material for which rights for posting on the web could not be obtained.

b. Users will be able to search the online issues for subjects, authors, represented countries, or specific topics or issues. They will be able to download the articles and read them online, or print them out. Users will be able to send comments to the editors via the site's e-mail. A GPO subscription form is provided for users living in the U.S.

10 FAM 494.2 Electronic Journal

(TL:PEC-01; 10-01-1999)

a. Using the paradigm of content-based language instruction, ECA/A/L/M has developed an online journal to assist language educators in combining language instruction with content that is of interest and relevance to their students in building democracy and maintaining a civil society. The journal is comprised of different volumes each focusing on a specific topic related to either democracy building or civil society. The first four volumes are Peace Education, Civic Education, Environmental Education, and Business Ethics.

b. The scope and themes or topics for each volume are directly related to strategic goals. Host country-based Public Affairs Officers, Cultural Affairs Officers, English Language Officers, and others will be able to relate the themes and topics to their respective program plan goals or to their respective program plan.

c. Each volume in the journal contains ten chapters with each chapter containing at least four sections: introduction and background to the theme or topic presented, practical applications related directly to the theme or topic presented (a minimum of three 15-minute activities will be included along with instructions and exercises), resources for instructors to go to for more information or activities related to the theme or topic (including web sites, books, journals), and references for the information and materials used in the chapter. Users should be able to download the information and activities for use in their classes.

10 FAM 493 RECYCLING OF ENGLISH TEACHING FUNDS

10 FAM 493.1 Definition

(TL:PEC-01; 10-01-1999)

a. Recycling is a means by which posts can recover and re-use non-appropriated funds from English language activities which ordinarily would have reverted to the U.S. Treasury. Funds from two distinct sources can be recycled:

(1) Proceeds from the sale of Department-produced English teaching materials.

(2) Proceeds from Embassy-sponsored direct English teaching programs.

10 FAM 493.2 Authority

(TL:PEC-01; 10-01-1999)

Authority for recycling comes from Public Law 241, 97th Congress. Public law 97-377 established a ceiling for English teaching related collections that may be credited to Department appropriations (Ceiling authority must be provided in successive appropriation acts). The recycling ceiling has increased markedly and steadily since FY 1983, the first operational year. Ninety-five percent of a post's proceeds from a DETP is recycled back to that post for English teaching related activities; the remaining 5% is added to ECA/AL's allotment to finance new materials and other English teaching support services. Eighty-five percent of a post's proceeds from the sale of Department-produced English teaching materials is recycled back to post for English teaching activities; the remaining 15% is added to E/AL's allotment.

10 FAM 494.3 Administrative and Accounting

(TL:PEC-01; 10-01-1999)

ECA/A/L sends out an annual telegram giving full information on how to participate in the recycling program.

10 FAM 495 THROUGH 499 UNASSIGNED